

61-1886

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POSITION DESCRIPTION - SLOT BAF-559 - [REDACTED]

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PROPOSED TITLE - Finance Assistant - GS-7

A. NATURE AND PURPOSE OF WORK

[REDACTED]

B. DUTIES

1. Finance:

- a. Assist in the maintaining of financial records peculiar to a Class "A" station, i.e., voucher register and control journal, and subsidiary ledgers including cash, advances, and to insure proper recording of all transactions.
- b. Reconciliation and audit of assigned Class "B" station accountings from [REDACTED] reporting stations.
- c. Review of support and operational accountings at [REDACTED] Station.
- d. Assist in preparation of supporting schedules for monthly reports for [REDACTED].
- e. Preparation of vouchers.
- f. Assist station personnel in preparation of accountings.
- g. Prepare station staff employee's payroll and allowances.

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B. 1. h. Prepare payroll for WAE employees.

1. Related duties as assigned.

2. Typing and Clerical:

a. Type all dispatches, cables and financial reports for the [REDACTED]

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b. File correspondence and accountings.

c. Maintain changes in reference material, i.e., regulations and handbooks.

C. SUPERVISION AND GUIDANCE RECEIVED

I receive instructions and necessary training from the Chief of [REDACTED]. My work is submitted to the Chief, [REDACTED] for review, certification, and/or signature as required.

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